# fast forward

Volume Five
Number Two
◆
September
1993
◆
Audio-Visual
Department
◆
Concordia
University

# The Audio-Visual Department
# *WELCOMES YOU!*

Vox: (514) 848-3434 ◆ Fax: (514) 848-3441
1455 de Maisonneuve Blvd. W. (H-339)
Montreal, Quebec H3G 1M8
Canada

This newsletter has been prepared specifically with the new student in mind. Inside you will find an outline of many of the services offered by **Concordia's Audio-Visual Department.** Concordia's mission is to offer students real education for the real world. Integral towards accomplishing this goal are the many facilities and services provided by the **Audio-Visual Department**. You will find us in various places on the **Sir George Campus** and centrally located on the **Loyola Campus.**

From **Equipment Depots** to **Learning Labs,** the **Audio Visual Department** is a complex organization dedicated to serving the Concordia community. **AVISTAs (Audio Visual In-Service Training Areas),** which can be found on both campuses, are remarkable because of the *hands-on* approach to facilities. Depending on your program of study, you may find yourself using one of our **eight-track sound studios** or even the **television studio**. **AV** offers the environment and expertise to complete your school projects.

Perhaps you will have a classroom presentation requiring the use of a **VCR** and **television**. Or you may be called upon to hand in an **audio** or **video project**. We are here to provide you with the necessary equipment to accomplish your task. In addition, **AV staff** are always available for friendly **technical support** and **advice**. A typical project could require you to borrow a video camera from one of our **Depots**, edit using the facilities at **AVISTA**, and finally book equipment for classroom playback. This hand-out will show you where to go in order to get the project done. It is essential to ***plan in advance***. Equipment and **AVISTA** facilities are heavily booked during peak periods. Call **848-3444 (SGW)** or **848-3465 (Loyola)** for general information or help.

***need info?***
**CALL**
**SGW: 848-3444**
**Loyola: 848-3465**

For **academic credit courses** and **research, equipment** and **facilities** may be used free of charge. For **administrative, social** and **entertainment purposes,** charges are levied in accordance with the published internal rates. For external groups using university premises, charges are levied in accordance with the published external rates.

### Some Essential Ground Rules

- At least **three working days notice** are needed for the reservation of equipment and facilities.
- A **valid university identification** must be presented and **instructor's authorization** handed in for students wishing to use our services.
- Equipment must be **returned on time.**
- **Overdue fines** must be paid promptly.

Concordia
UNIVERSITY

## STUDENT ORIENTATION 1993

Editor: Mark Schofield ◆ Assistant Editor: Henry Tambor ◆ Design: Sara Morley
Produced at MITE AVISTA using an AMIGA 3000

# EQUIPMENT DEPOTS

| | | |
|---|---|---|
| **SGW:** | Hall-421 | 848-3435 |
| | VA-042 | 848-3438 |
| **Loyola:** | AD-104 | 848-3466 |
| **Bookings:** | SGW: | 848-3444 |
| | Loyola: | 848-3465 |

In all likelihood your first encounter with the **Audio-Visual Department** will be through one of the three depots which serve both campuses. Equipment should be booked at least **three days in advance**. **Completed authorization forms** (blank forms are available at all the depots) and **valid identification** must be presented the first time you **borrow equipment** each semester. After you have handed in an authorization form, you need only present your valid ID.

The depots also sell **AV materials** such as cassettes, video tapes and 35 mm film. Overhead transparencies can be produced on-the-spot at a competitive price.

The following list should give you a fairly good idea of the type of equipment that is available. Some of the equipment is for classroom use only, but many items may be borrowed with proper authorization. All loans from the **VA Depot** are for use in the building only. Please come in and talk to the knowledgeable staff at the **AV Depots**. They will be able to answer your technical questions and offer you practical solutions to help complete your course projects.

- 16 mm projectors
- televisions
- 3/4", VHS, Beta, Video8, Hi8 & multisystem video playback units
- Hi8 & Video8 cameras
- light kits
- slide projectors, dissolve units, & *Wollensak* sound-sync units
- PA & sound systems
- radio-cassette players, tape recorders (including half-speed)
- microphones (Uni, omni, PZM, etc)
- 35mm cameras, flashes & tripods
- portable overheads
- 386 compatible computers, *Mac SE30*, to be used with *Dukane* data tablets for classroom data projection

**EQUIPMENT DEPOTS**

| | | |
|---|---|---|
| **Hall-421:** | Mon-Thurs | 8h30-23h |
| | Friday | 8h30-17h |
| **AD-104:** | Mon-Thurs | 8h30-22h30 |
| | Friday | 8h30-17h |
| **VA-042:** | Mon-Thurs | 8h30-23h |
| | Friday | 8h30-17h |
| | Saturday | 8h30-13h30 |

# LEARNING LABORATORIES

| | | |
|---|---|---|
| **SGW:** | Hall-525 | 848-3431 |
| **Loyola:** | CC-203 | 848-3467 |

The **Learning Laboratory** complex is an **educational support unit** designed to help students from all disciplines. Specifically, the Labs provide **access to audio, video and computer software** in support of academic courses. **Individual multi-format video viewing stations** and **course related videos** are available. Hard copy image printing from video is available downtown. **Language Lab** facilities are available for students either during scheduled class time or for individual access. Upon presentation of your **validated ID**, the lab attendant will provide you with the materials you wish to use.

- fast and regular speed copies of tapes for a modest fee

| | | |
|---|---|---|
| **SGW:** | Mon-Fri | 9h-22h |
| | Saturday | 10h-14h |
| **Loyola:** | Mon-Fri | 9h-22h |
| | Saturday | 9h-17h |

# CINEMAS

| | | |
|---|---|---|
| **SGW:** | Hall-110, Hall-435 VA-114 | |
| **Loyola:** | FC Auditorium | |
| **Bookings:** | SGW: | 848-3444 |
| | Loyola: | 848-3465 |
| **Information:** | | 848-3460 |

There are several cinemas available for student use. A **licensed operator** handles the projection duties. **16mm, 35mm** and **video formats** are supported. There is no fee when the cinemas are booked for courses, but a charge is levied for all non -academic projections.

# MITE AVISTA

| | | |
|---|---|---|
| **SGW:** | Hall-333 | 848-3461 |

Since 1989, the **MITE Multimedia AMIGA Computer Lab** has been a visually interactive teaching and learning environment. It is configured with nine **AMIGA 3000** computers out-putting to a nine monitor **media wall**, and four additional **AMIGA workstations**.

**Video:**
- transferring (Hi8,Video8,VHS, Beta)
- editing (Hi8, Video8)
- titling (*Broadcast Titler*)
- image manipulation & switching effects (*Video Toaster*)
- framegrabbing (*Framegrabber*)

**Computer Imaging:**
- paint programmes (*DeluxepaintIV*)
- scanning (*Epson 300C*)
- image processsing (*Art Department*)

**Computer Animation:**
- 2D (*DeluxePaintIV*)
- 3D (*Imagine*)

**Print Media:**
- desktop publishing (*ProPage*)
- graphics (*ProDraw*)
- printouts (300 d.p.i., postscript) (colour *PaintJet*)
- photocopies (b+w laser copier)
- dry mounting & lamination

**Audio:**
- transferring & 4-track recording (CD, cassette, DAT)
- CD sound effects library
- sound booth recording
- sound sampling & sequencing (CD, cassette, DAT)

**Slides:**
- Reprovit copy stand
- slide duplicator, light table

**Introductory workshops** are available to familiarize students with the computer hardware and software in the lab.

**Booking:**

Reserve a week ahead at **AV Bookings 848-3444 (H-341)** for **video, audio & slide-making facilities**.

**MITE Computer Lab:**
Reserve **in person** at **H-333.**

| | | |
|---|---|---|
| **Hall-333:** | Monday | 13h-21h |
| | Tues-Thurs | 10h-21h |
| | Friday | 10h-14h |

# LOYOLA CAMPUS

| | |
|---|---|
| **Depot & AVISTA:** | AD-104 |
| **Booking:** | 848-3465 |
| **Technical Help:** | 848-3466 |

The **Loyola campus** branch of **Concordia's AVD** has long served as a model in the Audio-Visual field. One central location insures that the needs of the entire Campus are fulfilled. The **Depot** and **AVISTA** are located side by side and the staff are trained in all areas of audio-visual technology. On the **Loyola campus,** films and videos may be booked for classroom presentations through the **Media Center (848-7755)**. **Equipment bookings** are made through **Audio-Visual** at **848-3465**.

- fully **equipped depot**

**Video:**
- **video conference room** (view or transfer 3/4", Hi8 & Video8, VHS, Beta) with multisystem capability
- editing (Hi8, Video8)
- **AMIGA 3000** equipped with genlock, framegrabber, painting & drawing programmes (*Deluxe-Paint IV*), & video titling (*Broadcast Titler*)

**Audio:**
- **eight-track sound studio** complete with effects rack & DAT units.
- **AVISTA Audio** is an easy to use audio lab geared especially towards the first time user. Audio projects can be easily completed here.

**Photography:**
- reprovit - ideal for creating slide presentations
- slide duplicator, light table
- graphics darkroom complete with a stat camera
- film & print darkroom

**Graphics:**
- dual roll laminating machine
- drymount press
- *Merlin* lettering machine
- *Graphix2* vinyl-cutting lettering machine
- *Thermofax* tranparency machine

| | | |
|---|---|---|
| **Depot:** | Mon-Thurs | 8h30-22h30 |
| | Friday | 8h30-17h |

**Loyola AVISTA hours** to be posted at the beginning of the academic year.

# VISUAL MEDIA RESOURCES (VMR)

| | | |
|---|---|---|
| **SGW:** | Hall-341 | 848-3443 |

Want to preview a film or video? Need to book a video and VCR for your class? This is the place to go in order to **book media and equipment for class presentations** on the **SGW campus. VMR** is also the place to go in order to use an on-line catalogue of **Concordia's media teaching collection**. The staff of **VMR** can assist you in tracking down the film or video you are looking for whether it is part of Concordia's collection or from an outside agency.

- preview facilities
- 16mm optical sound or silent films transferred to video
- video to video transfers (including multisystem VHS)

| | | |
|---|---|---|
| **Hall-341:** | Mon-Fri | 9h-17h |

# SOUND STUDIOS

| | | |
|---|---|---|
| **SGW:** | VA-045 | 848-3449 |
| **Loyola:** | AD-105 | 848-3466 |
| **Booking:** | SGW: | 848-3444 |
| | Loyola: | 848-3465 |

**Studio C & D** are located in the **VA Building. Studio D** is dedicated to the **foley recording** and **mixing of 16mm sound tracks. Professional technicians** assist **Film and Communications students** with the mixing of 16mm sound tracks. This is the place where approximately 200 student films a year are finalized before release.

In addition, **eight track sound studios** can be found on both campuses. It is possible to book **Studio C** and the **Loyola Studio** overnight; students wishing to do so must be completing course work and have taken a **workshop**.

# TELEVISION STUDIOS

| | | |
|---|---|---|
| **SGW:** | H-423 **studio B** | 848-3435 |
| | H-0029 **studio A** | 848-3448 |
| **Loyola:** | AD-110 | 848-3466 |
| **Booking:** | SGW: | 848-3444 |
| | Loyola: | 848-3465 |

**TELEVISION STUDIOS**

**Small format, single camera television studios** are available on both campuses for student use. A full size **production studio (Studio A)** is available for teaching purposes.

# PHOTOGRAPHY

| | | |
|---|---|---|
| **SGW:** | Hall-340 | 848-3458 |

The **professionals** who staff **AV's Photography Department** are always willing to lend their expertise to answer any queries you might have about photography. In addition to **consultation**, they offer a wide range of services at competitive prices.

- Passport, Citizenship & Health Insurance card photos
- *TMAX* Reversals (for black and white slides)

| | | |
|---|---|---|
| **Hall-340:** | Mon-Fri | 9h-12h |
| | | 13h-17h |

# DISTANCE EDUCATION

| | | |
|---|---|---|
| **SGW:** | Hall-339 | 848-3440 |

Concordia offers one or two **200 level courses** per year over the **Quebec Universities and Colleges Educational Network CANAL** on **UHF channel 29** and **Cable 23** in Montreal, as well as over the **Radio Quebec** network. General information, programme schedules and course material are available from the **Audio-Visual Department General Office**.

**Anthropology 202 Telecourse:**
This year the three credit anthropology course ***Introduction to Culture*** is offered for both the **Fall** and **Winter terms**.

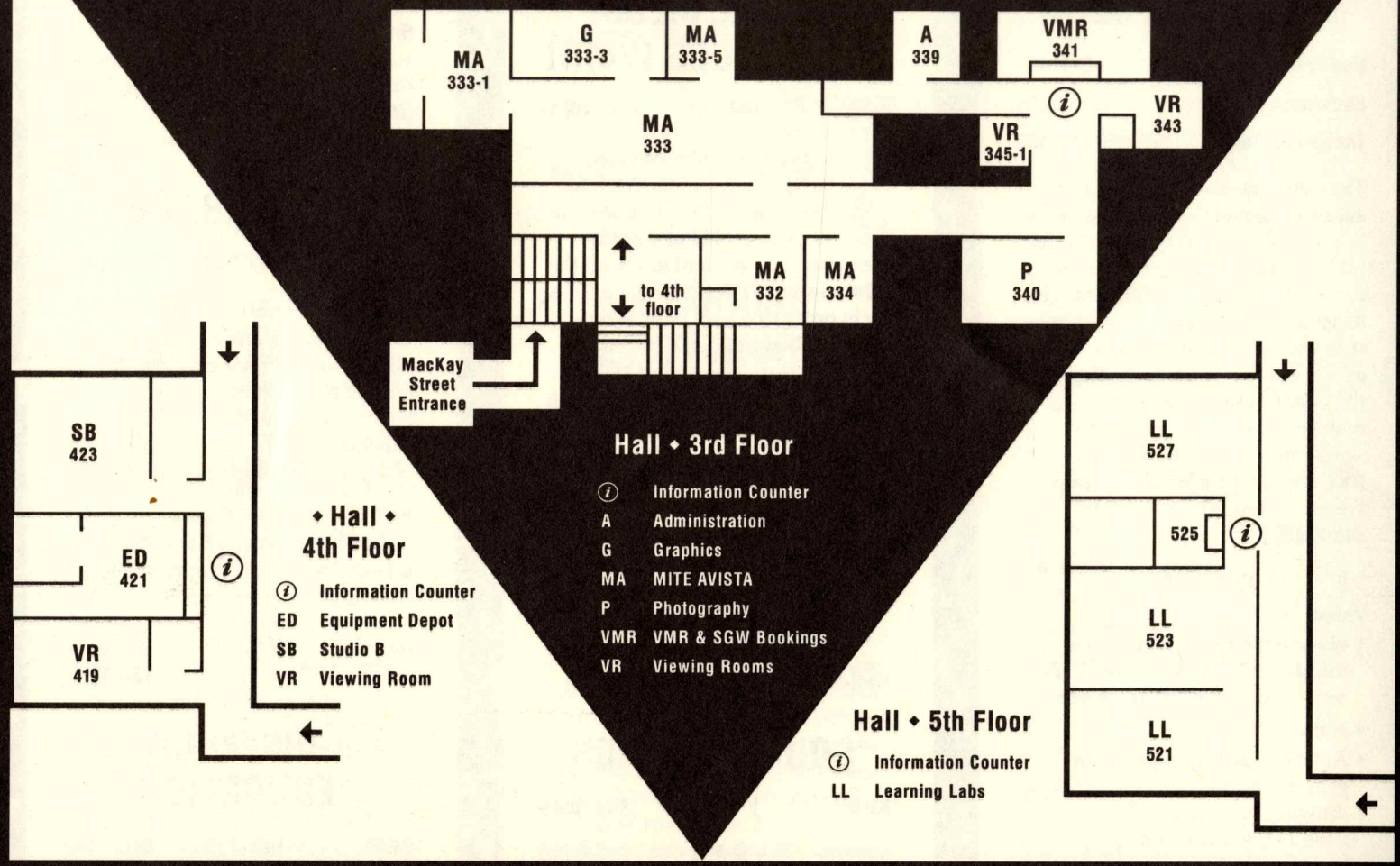
| | | |
|---|---|---|
| **Hall-339:** | Mon-Thurs | 8h30-16h30 |

# SATELLITE SERVICE

| | | |
|---|---|---|
| **SGW:** | Hall-341 | 848-3444 |

The **university's satellite down-link** located on the roof of the Hall Building can provide feeds from most of North America's satellite networks. There are several **educational and information channels** offering programs which can be viewed and recorded free of charge - *Kodak* seminars, *Mac TV, NASA* etc.

## SGW Campus: Hall Building (H) • 1455 de Maisonneuve Blvd. W.




### Hall • 3rd Floor

- (i) Information Counter
- A Administration
- G Graphics
- MA MITE AVISTA
- P Photography
- VMR VMR & SGW Bookings
- VR Viewing Rooms

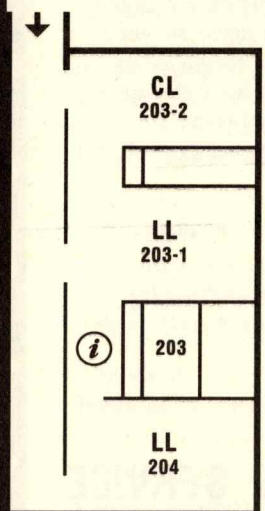
### • Hall • 4th Floor

- (i) Information Counter
- ED Equipment Depot
- SB Studio B
- VR Viewing Room

### Hall • 5th Floor

- (i) Information Counter
- LL Learning Labs

## Loyola Campus: Central Building (CC) 7141 Sherbrooke W.



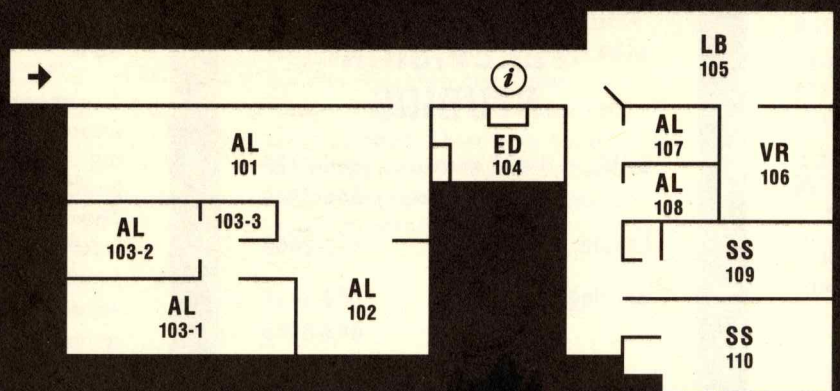

### CC • 2nd Floor

- (i) Information Counter
- CL Computer Lab
- LL Learning Labs

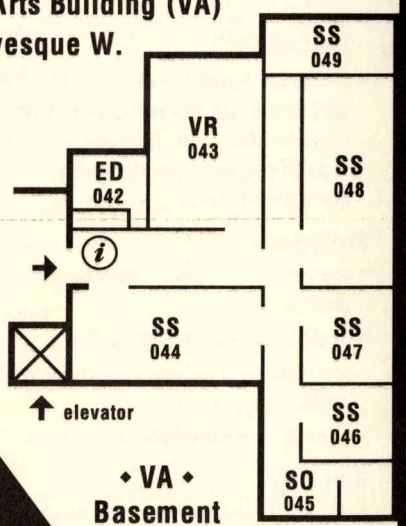
## Loyola Campus: Administration Building (AD) 7141 Sherbrooke W.

### AD • 1st Floor

- (i) Information Counter
- AL AVISTA Loyola
- ED Equipment Depot
- LB Loyola Bookings
- SS Sound Studios
- VR Viewing Room




## SGW Campus: Visual Arts Building (VA) 1395 René-Lévesque W.




### • VA • Basement

- (i) Information Counter
- ED Equipment Depot
- SO Sound Studio Office
- SS Sound Studios
- VR Viewing Room